
DEPARTMENT OF LAW



City Attorney

MISSION STATEMENT

To represent the City the Retirement Board, Lake Taylor Hospital, Chrysler Museum, the

Community Services Board, School Board and other boards and commissions in all legal matters.

DEPARTMENT OVERVIEW

The department successfully defends the City in all litigation, prepares sound legislation for

consideration by City Council, and provides impartial advice.

BUDGET HIGHLIGHTS

The City Attorney's operating budget includes an increase of \$446,900 over FY03 with approximately \$229,536 attributable to the increase in required contributions to the City's retirement system, a 1.5% cost of living adjustment, 2.5% increment based on the employees' anniversary date and other salary and

benefit adjustments. The budget does not reflect any service level reductions or enhancements allowing the department to continue to minimize the City's exposure to unnecessary claims and litigation.

KEY GOALS AND OBJECTIVES

The City Attorney's Office goal is to successfully defend the City, the Retirement Board, Lake Taylor Hospital, Chrysler Museum, the Community Services Board, the School Board, and

other boards and commissions in all litigation; prevail in all suits instituted by the City; and provides counsel and support.

PRIOR YEAR ACCOMPLISHMENTS

Negotiated and prepared all contracts, ordinances, proposed State Legislative and other instruments. Handled all civil litigation for the City, School Board, and other boards and commissions.

Handled all violations of all City ordinances.

Rendered opinions as requested by any department or any officer of a board or commission of the City.

Provided other advice and support as needed.

From January 1, 2002 through December 31, 2002, the City Attorney's Office collected \$8,992,324. The collection activity takes less than ten percent (10%) of the City Attorney's time, yet more then covers its expenses.

Expenditure Summary

	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
Personnel Services	1,972,484	2,188,453	2,158,400	2,624,250
Materials, Supplies and Repairs	26,171	25,275	68,800	71,850
General Operations and Fixed Costs	152,486	170,954	348,000	348,300
Equipment	49,206	36,780	0	0
All- Purpose Appropriations	40,231	26,554	47,000	44,700
Total	2,240,578	2,448,016	2,622,200	3,089,100

Programs & Services

	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL-TIME POSITIONS
Negotiate and prepare all contracts, prepare all ordinances and proposed state legislation and other instruments in writing for the City, School Board, and other boards and commissions; handle all civil litigation for the City, School Board, and other boards and commissions; prosecute criminal violation of all City ordinances, violations of all City ordinances; render such opinions as may be requested by any department or any officer of a board or commission of the City; and provide such other advice and support as needed.	2,448,016	2,622,200	3,089,100	34

Strategic Priority: Public Accountability, Public Safety

TACTICAL APPROACH:

The City Attorney's Office works to minimize the City's exposure to unnecessary claims and litigation. The department will successfully defend the City in all litigation, prepare sound legislation for consideration by City Council, and provide impartial advice to all who seek support.

Program Initiatives	FY01	FY02	FY03	FY04	Change
Cases handled	10,000	10,250	10,500	10,750	250

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY03 Positions	Change	FY04 Positions
Assistant City Attorney I	SML01	46,609	74,107	3		3
Assistant City Attorney III	SML07	63,992	101,748	2		2
Business Manager	MAP08	39,572	63,258	1		1
Chief Deputy City Attorney	SML12	83,556	132,854	1		1
City Attorney	CCA03	117,815	187,325	1		1
Claims Adjuster II	MAP08	39,572	63,258	1		1
Deputy City Attorney I	SML09	71,177	113,172	3		3
Deputy City Attorney II	SML10	75,078	119,374	5		5
Legal Administrator	MAP11	47,854	76,502	1		1
Legal Assistant	OPS12	34,740	55,535	1		1
Legal Executive Coordinator	MAP09	42,127	67,349	1		1
Legal Secretary I	OPS08	25,206	40,295	3		3
Legal Secretary II	OPS10	29,537	47,217	5		5
Messenger/Driver	OPS03	17,236	27,557	1		1
Paralegal	OPS10	29,537	47,217	2		2
Paralegal Claims Investigator	OPS12	34,740	55,535	1		1
Senior Deputy City Attorney	SML11	79,200	125,928	1		1
Support Technician	OPS06	21,591	34,515	1		1
Total				34	0	34

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